



CHILDREN'S ADMINISTRATION
CHILD WELFARE TRAINING AND ADVANCEMENT PROGRAM

INDIVIDUAL SITE BILLING DETAILS

To be completed for each practicum site

FOR ACADEMIC YEAR/QUARTER:
SCHOOL/SITE:

GOODS AND SERVICES		
TRANSACTION DATE	TYPE	EXPENSE AMOUNT
	Cellular Phone Usage	
	Long Distance Charge	
	Subscription/Periodicals	
	Copy/Duplication	
	Postage	
	Fax Maintenance	
	Office Supplies	
	Fax Rental	
	Telephone Installation	
	Freight and Express (Fed Ex)	
	Film-Child Welfare Training	
	Registration/Conference Fee	
	Telephone Rental	
	Facility Rental	
	Conference Calls	
	Paper, Diskettes, Video Tapes, Film, Files	
	Computer Software	
	Fax Supplies	
	Other: (Please Specify)	
TOTAL EXPENSE		0.00
EQUIPMENT		
TRANSACTION DATE	TYPE	EXPENSE AMOUNT
	Computers	
	Printers	
	Furniture	
	Fax Machine	
	Other: (Please Specify)	
TOTAL EXPENSE		0.00
TRAVEL		
TRANSACTION DATE	TYPE	EXPENSE AMOUNT
	CWTAP Program Staff	
	Students	
	Consultants	
	Out - of - State	
	Other: (Explain)	
TOTAL EXPENSE		0.00
PRE-APPROVED MISCELLANEOUS ACTIVITIES		
TRANSACTION DATE	ACTIVITIES	EXPENSE AMOUNT
TOTAL EXPENSE		0.00